

# Memorandum

To : All Commissioners

Date :

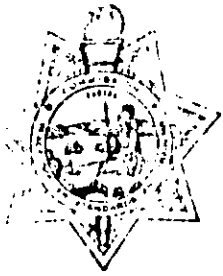
From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING  
March 18, 1964  
Modesto

## PROPOSED AGENDA

1. Call to order 9:50 a.m.
2. Approval of Minutes - November 26, 1963
3. Approval of Expense Claims
4. Approval of 1964-65 Budget
5. Certification of Schools
6. 1963 Statistics
7. Peace Officer Association Training Committee Resolution
8. Policy on Waivers for Prior Training
9. Eligibility for Basic Certificate
10. Proposed Amendment of Supervisory Course Specification
11. Proposed Letter for Police Science Graduates
12. Tenure of P.O.S.T. Trainees Project
13. Staff Reports
14. Date and Location of Next Meeting.
15. Adjournment

GENE S. MUEHLEISEN  
Executive Officer



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

ROOM 235 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

March 12, 1964

**TO: All Commissioners**

**SUBJECT: Proposed Agenda - Commission Meeting**  
**Sundial Lodge, Modesto**  
**March 18, 1964, 10 a.m.**

1. Call to Order
2. Approval of Minutes
3. Approval of Expense Claims
4. Approval of 1964-65 Budget
5. Certification of Schools
  - a. Supervisory Schools
    - (1) Los Angeles Police (Effective January 1, 1964)
    - (2) Los Angeles Sheriff (Effective January 1, 1964)
    - (3) Rio Hondo Junior College (Effective March 1, 1964)
    - (4) Santa Rosa Junior College (Effective February 1, 1964)
    - (5) Orange Coast College
    - (6) Pasadena Junior College (Effective March 1, 1964)
  - b. Junior College Pre-Service (All effective September 1, 1963)
    - (1) Cabrillo
    - (2) Contra Costa
    - (3) Diablo Valley
    - (4) Foothill
    - (5) Fresno
    - (6) Mt. San Antonio
    - (7) Santa Rosa
    - (8) Riverside City College
6. 1963 Statistics
7. Peace Officer Association Training Committee Resolution
8. Policy on Waivers for prior training.
9. Eligibility for Basic Certificate

10. Proposed amendment of Supervisory Course specification.
11. Proposed letter for Police Science graduates.
12. Tenure of P.O.S.T. Trainees Project.
13. Staff Reports
14. Place of next meeting
15. Adjournment.

*Gene*  
GENE S. MUEHLEISEN

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES  
March 18, 1964  
Modesto

*23rd  
meeting*

The meeting was called to order at 9:50 a.m. by Chairman Kelsay. A quorum was present:

DAN KELSAY, Chairman  
HOWARD W. CAMPEN, Vice Chairman  
JAMES V. HICKS  
WILLIAM J. MC CANN  
MARTIN C. MC DONNELL  
ROBERT S. SEARES  
JOHN P. KENNEY, Representing Attorney General

Also Present: GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant  
KENNETH W. SHERRILL, Field Representative  
HARRY OLIVER, Undersheriff, Stanislaus County  
GEORGE BOWERS, Chief of Police, Modesto  
JACK MAC ARTHUR, Director, Police Science, Modesto  
Junior College  
MRS. BEVERLY CHAPMAN, Stenographer

Absent: ROBERT T. ANDERSEN  
ALLEN B. COTTAR  
LOHN R. FICKLIN

APPROVAL OF MINUTES

Motion by Commissioner Campen, seconded by Commissioner Seares, unanimously carried that the minutes of the November 26, 1963 meeting be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

Motion by Commissioner McDonnell, seconded by Commissioner Hicks, unanimously carried that the following expense claims of the Executive Officer be approved:

November 12-27	Los Angeles, Pasadena, Salinas, Los Angeles	\$137.27
December 18-20	Pomona, Los Angeles	43.05
January 8-24	Alta Loma, Pasadena, Los Angeles, Fresno San Rafael, Santa Rosa	102.98

February 5-28	Downey, Long Beach, Los Angeles, Fairfield, Modesto, El Cajon, San Diego, Ventura	\$119.01
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TOTAL	\$402.31
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#### APPROVAL OF 1964-65 BUDGET

Mr. Puddy reviewed the budget for Fiscal Year 1964-65. Motion by Commissioner Seares, seconded by Commissioner McDonnell carried unanimously that the 1964-65 budget be approved.

#### CERTIFICATION OF SCHOOLS

Motion by Commissioner McDonnell seconded by Commissioner Seares and carried unanimously that the following schools be certified to teach the P.O.S.T. Supervisory Course, effective dates as indicated: Los Angeles Police - January 1, 1964; Los Angeles Sheriff - January 1, 1964; Rio Hondo Junior College - March 1, 1964; Santa Rosa Junior College - February 1, 1964; Orange Coast College - March 18, 1964; Pasadena City College - March 1, 1964.

Commissioner Campen asked if there were any schools in the northern area about to be certified. The Executive Officer read the list of those which will be certified in the future, including: Mt. San Antonio, Chaffey, El Camino, Riverside and Gavilan Colleges; San Diego City College, Orange Coast College and College of San Mateo; Oakland Police and Central Valley Peace Officers Training Schools.

Motion by Commissioner McDonnell seconded by Commissioner Seares carried unanimously that the following junior college pre-service programs be certified effective September 1, 1963: Cabrillo College; Contra Costa College; Diablo Valley College; Foothill College; Fresno City College; Mt. San Antonio College; Santa Rosa Junior College; and Riverside City College.

The Executive Officer pointed out that there are now a total of 20 certified pre-service college programs and 11 awaiting certification.

Commissioner Campen asked what the effect of our pre-service college program was on the State College police science program. The Executive Officer stated the Department of Education had been asked to call a meeting since they have indicated they would like to coordinate the junior college efforts with the State colleges.

The problem of San Jose State College was discussed briefly. It was stated that they are having a problem trying to convince the faculty that police science major students need upper division training. The Executive Officer

reported that assistance is desired by Mr. Miller of San Jose State to influence his Curriculum Committee to effect desirable changes in the police science program so that it may be eligible for P. O. S. T. certification.

The Executive Officer explained that the 60 unit program is very advantageous to the departments who are remote from training facilities. Commissioner Campen stated this is essentially the reason we went into this program, and this is why we have to give serious consideration to the State college program.

### 1963 STATISTICS

Mr. Puddy briefed the Commissioners on the 1963 statistics with the aid of the viewgraph. Mr. Kenney pointed out that about 20% of all California peace officers have been trained under the P. O. S. T. program.

### PEACE OFFICER ASSOCIATION TRAINING COMMITTEE RESOLUTION

The Executive Officer discussed the circumstances surrounding the Resolution and the events preceding it. The Attorney General's opinion dated February 20, 1964 was discussed. In addition, the following question was asked Ray Momboisse on March 17, 1964: "Is it within the legal authority of the Commission to reimburse cities and counties for recruit training only if they select not to meet the minimum training requirements prescribed for supervisory officers under Section 1009 of the rules and regulations?" His answer was no.

Motion by Commissioner Campen, seconded by Commissioner McCann carried unanimously that the Executive Officer frame an appropriate response to the Peace Officers' Association with a copy to the Training Committee to be signed by our Chairman; a response based on the Attorney General's Opinion.

Commissioner Seares asked about the Administrative Management course and whether this would be tied into the entire package. The Executive Officer stated that the offering of the course was dependent on adequate finances. This may determine whether it would come under the mandatory rule

### POLICY ON WAIVERS FOR PRIOR TRAINING

After discussing the attached policy, it was felt that there were not sufficient Commissioners present to make a decision regarding waivers. A motion by Commissioner Seares, seconded by Mr. Kenney passed unanimously that the matter be tabled until the next meeting in anticipation of full attendance:

### ELIGIBILITY FOR BASIC CERTIFICATE

After a discussion of the attached subject it was decided that it was directly connected to the "Policy on waiver for Prior Training" and should be discussed at a later meeting when all Commissioners were in attendance.

Motion by Commissioner McDonnell seconded by Mr. Kenney passed unanimously that this matter be tabled until the next meeting.

### PROPOSED AMENDMENT OF SUPERVISORY COURSE SPECIFICATION

The Executive Officer discussed the problems now encountered in the Supervisory Course by the division into "Elements of Supervision" and "Techniques of Teaching". A proposal was made to eliminate allocations of 50 and 30 hours and to make minor changes in two subject titles. The Supervisory Course would, therefore, consist of 80 hours covering subject matter listed in the following proposed specification:

"Subject: THE SUPERVISORY COURSE

"In accordance with Section 1005 (c) of the Rules and Regulations, the supervisory course consists of a minimum of 80 classroom hours and shall include the subjects set forth as follows:

1. Introduction and Scope of the Course
2. Duties and Responsibilities of the Police Supervisor
3. The Supervisor's Relationship to Police Management
4. Communication Principles
5. Handling and Preventing Complaints
6. Motivating Employees to Work
7. Leadership
8. Psychological Aspects of Supervision
9. Morale and Discipline
10. Performance Appraisal and Rating Procedures
11. Supervisory Decision Making
12. Making Duty Assignments
13. The Supervisory Training Function
14. How People Learn
15. Job Analysis
16. The Four Steps of Teaching
17. Lesson Plans
18. Instructional Aids
19. Roll Call Training
20. Practical Application
21. Evaluation of Instruction
22. Written Examinations

Motion by Commissioner Campen, seconded by Commissioner Hicks carried unanimously that the proposed Supervisory Course specification be adopted.

#### PROPOSED LETTER FOR POLICE SCIENCE GRADUATES

The Executive Officer explained that some of the colleges had requested letters to present to their graduates which, in turn, the graduates could present to the hiring jurisdictions to verify that they had completed the pre-service college training in lieu of the basic training.

Motion by Commissioner Seares seconded by Commissioner Hicks that the Certification of Completion letter be adopted providing that it is issued only upon receipt of a transcript of the individual concerned which documents the training received as provided in Section 1005 (a) of the Rules and Regulations.

Commissioner McDonnell felt we should not give a letter stating we cannot attest to his recruitment qualifications as stated in the third paragraph of the proposed letter.

A vote on the original motion was taken and was unanimously opposed by the Commission. No Certification of Completion letter will be issued to any college student by the Commission.

#### TENURE OF P. O. S. T. TRAINEES PROJECT

The Executive Officer reminded the Commissioners that at the meeting of



March 2, 1962 the Commissioners had voted to continue the survey of "Tenure of P.O.S.T. Trainees". He stated the survey is of no significance and questioned whether or not they actually wished to continue the survey.

Motion by Seares seconded by Commissioner Hicks that the purpose of the survey having been satisfied, we discontinue the practice of making this annual review, passed unanimously.

### STAFF REPORTS

1. The Executive Officer requested permission to attend the I. A. C. P. Education and Training Committee in Chicago on May 14. Motion by Commissioner Hicks seconded by Mr. Kenney unanimously carried that the Executive Officer attend said meeting.
2. The Executive Officer reported that since 1961 a total of 75 recruit inspections had been made, broken down as follows: 1961 - 18; 1962 - 30; 1963 - none; 1964 - 27. The inspection procedure being used by staff was explained and discussed.
3. The Executive Officer advised the Commission that we may look for further efforts to include the marshals and constables in the P.O.S.T. Program through the introduction of legislation to amend the P.O.S.T. Act.
4. The Executive Officer asked permission to reprint the "P.O.S.T. Scripts" column now appearing in the California Peace Officer Magazine for distribution to those individuals who may not have an opportunity to come in contact with the column through the magazine. Concensus was that no action was necessary by the Commission.
5. The Executive Officer asked if the Commission would like to present some sort of award to George Brereton for his work on the Commission. After discussing the issue it was decided that a precedent should be avoided whereby each Commissioner is awarded a certificate or plaque when he leaves the Commission; however, Mr. Brereton's case involves more than having served on the Commission. Motion by Commissioner Hicks seconded by Mr. Kenney passed unanimously that a suitable certificate be awarded Mr. Brereton for his outstanding contributions in the field of law enforcement training in California during the past 30 years.
6. The Executive Officer stated that with the development of the Supervisory Course California police agencies have the highest level of supervisory training of any function of government.
7. The Executive Officer advised the Commission of the statistics recently released by the Department of Education whereby it was indicated that in 130 trade and technical classifications, police science had the second highest number of enrollments (over 13,000 men and women in 47 junior colleges).

8. The Executive Officer asked that the Commission set a guide for certifying supervisory courses regarding Industrial Supervision and Municipal Supervision. Motion by Mr. Kenney that we provide flexibility was lost by lack of a second to the motion. After further discussion no further action was taken on the issue.


#### PLACE OF NEXT MEETING

Motion by Commissioner McDonnell seconded by Commissioner Campen that the next meeting be held in the Los Angeles area passed unanimously.

#### ADJOURNMENT

The meeting was adjourned by the Chairman at 3:30 p.m. upon a motion by Commissioner Campen seconded by Commissioner Hicks.

Respectfully submitted:

  
GENE S. MUEHLEISEN  
Executive Officer

EDMUND G. BROWN  
GOVERNOR

STATE OF CALIFORNIA

Department of Justice

STANLEY MOSK  
ATTORNEY GENERAL



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 235 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

SUBJECT: Policy on waiver for Prior Training

Sections 1005 (a) and (b) of the Rules and Regulations require that all officers hired by a participating jurisdiction undergo the prescribed basic course or fulfill the pre-service college training requirement.

The Commission occasionally receives requests from departments for waivers of the Basic Course when the department head is of the opinion that the intent of the Rules and Regulations has been fulfilled, although the particular case does not specifically meet the standards as spelled out in the regulations.

It is requested that the Commission consider the following motion as a policy guide for the staff:

"Moved that in handling requests for waivers, the Commission grant waivers in lieu of the Basic Course or Supervisory Course when the case in question meets the following qualifications:

### BASIC COURSE

1. Completion of a basic course which fulfilled the P. O. S. T. requirements at a training facility prior to certification of the facility by the Commission and of which records can be verified.
2. Completion of the requirement of Section 1005 (b) (Pre-Service College Training) at an accredited college which has applied for certification, provided deficiencies identified by the Commission have been or will be satisfied within 18 months of the officer's date of employment.
3. Completion of a course or series of courses equivalent to the P. O. S. T. Basic Course sponsored by a police department or sheriff's office of which records of course content, attendance and examinations can be verified. In addition, the officer must have satisfactorily completed the probationary period of at least one department and have an aggregate of 5 years of experience as a city police officer or a peace officer member of a county sheriff's office.

## SUPERVISORY COURSE

1. The officer has completed a supervisory course equivalent to the P. O. S. T. Supervisory Course at an accredited college or a school sponsored by a police or sheriff's department and of which records are available for verification. "

EDMUND G. BROWN  
GOVERNOR

STATE OF CALIFORNIA

Department of Justice

STANLEY MOSK  
ATTORNEY GENERAL



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 235 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

SUBJECT: Eligibility for Basic Certificate

Section 1010 (c) provides that "The Commission may award the Basic Certificate to any person who has completed the probationary period prescribed by an employing jurisdiction, but in no case of less than one year of service and who meets the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4), and (6) of the rules and regulations and has completed the prescribed basic course or a minimum of 200 hours of equivalent law enforcement training."

It is recommended that the Commission consider adoption of the following policy:

1. Equivalent training under Section 1010 (c) of the Rules and Regulations shall be an aggregate of 200 hours of law enforcement training equivalent to the Basic Course and sponsored by a Federal, State or local law enforcement agency. A record of the training must be available for verification.
2. When, in the opinion of the Commission, the equivalent training is in question or when an applicant claiming the required training cannot provide evidence of attendance, the Commission may require the applicant to satisfactorily pass a written examination prescribed by the Commission and administered by an official designated by the Commission. The acceptable passing score shall be determined by the Commission.
3. Eligibility for the award of the Basic Certificate shall be limited to full salaried permanently employed city police officers or peace officer members of a county sheriff's department.